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Standardization

**COMMAND SECTION FACILITIES/
BRIEFINGS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction describes procedures for setting up briefings in the Command Section conference rooms. The use of a name of any specific commercial product, commodity, or service in this publication does not imply endorsement by the United States Air Force.

1. General. The Commander's Conference Room (CCR) and Situation Room are used exclusively for briefings to the AFMC Commander and Vice Commander. The Sarris Auditorium is used primarily by the Command Section; however, it can be used, when available, for briefings, conferences, or ceremonies by other organizations without command section involvement.

2. Policy.

2.1. Executive Presentations CVEP (76711) is the OPR for the operation, scheduling and support of the CCR, Situation Room, and Sarris Auditorium. All audiovisual equipment, lights, and sound are operated and controlled by CVEP technicians. These conference rooms are controlled secure areas. Personnel other than CVEP staff will not be allowed in the projection or control booths during meetings, briefings, conferences, or workshops.

2.2. Audio or video recording of any kind in the command section conference rooms is strictly prohibited without prior approval of the Commander and/or Vice Commander's executive officer. If permission to record proceedings is granted, then all attendees and CVEP must be notified at the beginning of the event. If the event does not involve the Commander or Vice-Commander, then only all attendees and CVEP must be notified at the beginning of the event.

2.3. The CCR and Situation Room are used for Command Section briefings only. Conference rooms will not be used to dry run non-command section briefings.

2.4. At time of scheduling, a primary and alternate project officer will be established who will provide details on the requirements for the event to include equipment and services required, seating charts, and security procedures. All information pertaining to the event will be recorded on AFMC Form 1022, **Requirements for Command Section Briefing**, by CVEP personnel and kept on file until the day of the briefing. Any changes to event requirements must be coordinated through primary or alternate project officers indicated on AFMC Form 1022.

2.5. All refreshments will be kept in the foyer of the Sarris Auditorium and the Situation Room. Beverages will only be permitted in the Sarris Auditorium during conferences hosted by the Command Section, General Officers or SES equivalents. Beverages will only be allowed in the Situation Room and CCR during conferences hosted by the Command Section. Working lunches are acceptable only if directed from the Command Section. The project officer is responsible for coordinating cleanup immediately after their conference.

3. Project Officer Responsibilities and Procedures. Each event will have a project officer. Project Officer will:

3.1. Schedule the briefing and conference room and make arrangements for audiovisual support with the CVEP office. Advise CVEP of any changes in audiovisual requirements. Provide agendas, sequences of events, seating charts and slide files with cue sheets well in advance of actual presentation to allow sufficient time for loading and integrating slides; and resolving any potential problems or conflicts.

3.2. Invite appropriate personnel to attend and notify all persons concerned of changes in time, location, etc. The number of attendees at the briefing should be the minimum required to accomplish the planned objectives.

3.3. Ensure classified briefings given in the CCR, Situation Room, and Sarris Auditorium have the proper control and safeguard of audiovisual material as prescribed by Air Force Instruction 31-401, *Information Security Program Management*.

3.3.1. At time of scheduling, notify CVEP of the classification level of the briefing.

3.3.2. Ensure proper control, storage, transmission and destruction of worksheets or manuscripts, and final disposition of classified audiovisual materials.

3.3.3. Provide additional support as required to ensure integrity of the room and classified material are maintained and attendees have the proper clearances to enter the room.

4. Scheduling a Briefing.

4.1. To schedule briefings involving the Commander or Vice Commander, all requests must be coordinated through their respective office. After scheduling, contact CVEP with briefing requirements.

4.2. Contact CVEP to schedule a non-command section event in the Sarris Auditorium. Non-command section briefings are scheduled on a first-come, first-served basis. A scheduling window consisting of the current month plus two months will be used to schedule events not chaired by the Commander or Vice Commander. Please note that Command Section requirements take priority and may cause cancellations. You will be notified, as soon as possible, should your briefing need to be canceled or moved. The Sarris Auditorium is used primarily in its 112 seat, theater style configura-

tion. Set up or tear down of the conference table will only be done to support Command Section requirements.

4.3. Briefings are scheduled between 0800 and 1600.

5. Visual Information Guidelines. Slide format guidelines have been established for optimum legibility, uniform appearance, and to simplify merging multiple slide shows without conflicts. To ensure the highest quality presentations in the Commander's briefing facilities the following guidelines will be used:

5.1. The primary visual media used to brief the Command Section will be computerized slide shows in PowerPoint using the guidelines below. Use of visual media other than computerized slide shows must be pre-coordinated with CVEP.

5.2. When visual aids are used, provide the CVEP technician with an AFMC Form 1023, Visual Program Matrix, showing proper image sequence. The form should show the slide numbers and detailed slide titles for single and dual presentations. List all slide transitions to include build-steps, slide or blank holds and backup chart sequences.

5.2.1. Guidelines for computerized slides in PowerPoint. Contact CVEP for a prepared slide template of the following guidelines.

5.2.1.1. Font Style. All text should be Arial Bold.

5.2.1.2. Font Sizes. The following table represents acceptable font sizes for briefings built in Power Point.

TITLE	SUB-TITLE	TEXT PowerPoint
32	28 pt	24 pt (20pt minimum*)

*Minimums given should be used only if necessary. Smaller fonts are illegible when projected.

5.2.1.3. Font Colors. Titles and Primary Text are specified. The following text colors will be used with the black background:

Yellow (Chart Titles)

White (Primary Text and Bullets)

5.2.1.4. Background. The standard background color for slides is black.

5.2.1.5. Slide Dimensions. All slides will be in a landscape orientation, set at 8.00 by 10.00.

5.2.1.6. Numbering. All slides will be numbered on the bottom right hand corner of the slide using the slide master. Numbers should be in yellow and no larger than a 9-point font size.

5.2.1.7. Builds and Animations. Keep unnecessary builds and animation to a minimum. Indicate all builds on the AFMC Form 1023. Use automatic builds if possible.

5.2.1.8. Transitions. Use the "Split Vertical Out" transition for all slides

5.2.1.9. Blank Slides. Blank slides (black background) should be inserted at the end of the presentation. Back-up slides should also be separated from main briefing by a blank slide.

5.2.1.10. AFMC Shield. Use of AFMC Shield is optional. If used, shield must be placed in

the upper left hand corner and be no taller than the title area of the slide. Insert shield using the slide master.

5.2.1.11. Disks. All computer disks will be labeled with the name of the briefing as it appears in the directory, number of slides, as well as the briefer's name, organization, and phone number.

5.2.2. Overhead projector slides. All overhead slide (vu-graph) briefings must be pre-coordinated with CVEP prior to the briefing.

5.2.3. 35 mm Slides.

5.2.3.1. All 35mm briefings must be pre-coordinated with CVEP prior to the briefing.

5.2.3.2. Load slides in carousel for rear projection.

5.2.3.3. Mark trays for right and left screen.

5.2.3.4. Number all slides in the lower right-hand corner of the slide mount.

6. Guidelines for Recurring Briefings and Conferences.

6.1. Staff Meeting slides. Briefings for inclusion in a staff meeting must be no longer than 5-7 minutes long and must be coordinated with the chairing Commander's executive. Slides must be submitted to executive for approval no later than 2 days prior to requested presentation date. Slides will not be included on the agenda without executive review. Approved slides must be received by CVEP by 1200 on the day prior to Staff Meeting.

6.2. Commander's Conference, AFMC Customer Days, DV Visits. Briefings for these large events are usually coordinated through the Commander's Action Group (CCX). Slides submitted to CVEP must be proofread, screen ready and built using the Command standard. To ensure continuity and consideration to all groups involved, editing on the screen will not take place during dry runs. This is necessary to ensure only the highest quality presentations are given and allow all groups to preview their slides.

7. Prescribed Forms. Forms prescribed are AFMC 1022 and AFMC 1023.

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Commander